PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Research and Development Personnel **Date:** February 29, 1996

From: Charity M. Harris CMH

Subject: **Disposal Suspension Status Report -- 1st Quarter 1996**

The attached document is a compilation of the current Appendix A of the Philip Morris USA Records Manual: *Topics Subject to Disposal Suspension.* This compilation now includes every disposal suspension notice issued by the Legal Department since 1991. **Please remove what is presently behind the Appendix A tab and replace with the attachment.** Each quarter, updates will be issued which will be placed behind the Appendix A tab.

Also note in this attachment is the latest suspension notice dated **February 28, 1996**. Read it, and if upon review of your files, you have relevant documents that are within the scope of this disposal suspension notice contact Charity Harris or Marian DeBardeleben immediately.

If you have questions please contact Charity Harris (x2411) or Marian DeBardeleben (x2876).

Attachment

DOC CODE: R0070

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